

- Position Title:** Friday Library Aid
- Goal of Position:** To assist in a variety of duties as a support person to Carver County Historical Society staff
- Possible Duties:**
- Assist library visitors with local history and genealogy research requests
  - Greet visitors to the museum and direct them to the appropriate place (museum, veteran's office, library, or other)
  - Train visitors to use library equipment and resources
  - Answer visitor questions about the building, organization, and general Carver County History
  - Answer phone calls and direct callers to the appropriate staff member or department
  - Assist visitors and record purchases in the museum store and library
- Qualifications:**
- Courteous phone manner
  - Welcome greeting and warm smile
  - Ability to work independently with minimal supervision
  - Interest in local history and/or genealogy
  - Reliable and flexible
  - Genealogical research experience preferred, but not required
- Benefits:**
- Learn about Carver County history and support the CCHS mission
  - Opportunity to gain experience in an office setting, word processing, and database programs
  - Play a significant role in helping to address Historical Society patron needs
- Orientation/  
Resources/  
Training:**
- Orientation to the Carver County Historical Society
  - Orientation to CCHS library resources, including but not limited to: newspaper index, photo index, microfilm printer/readers, file system, historic and modern newspaper indexing
  - Photo order training
  - Database, network, telephone, and copier training
  - On-site supervision by CCHS staff
  - Project direction provided as needed
- Time Commitment:** Fridays from 10am–4:30pm  
Requires a 2 Friday per month commitment; dates are flexible
- Supervisor:** Researcher